



## Parks and Recreation Board

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### Meeting Agenda

**Monday, January 24, 2011 – 6:30 p.m.**  
**Wylie Municipal Complex – Council Chambers**  
**300 Country Club Road, Building 100**  
**Wylie, Texas 75098**

Anne Hiney ..... Chair  
Brandi Lafleur..... Vice-Chair  
Dan Chesnut..... Board Member  
Cristine Price..... Board Member  
Gary Robas..... Board Member  
Matt Rose..... Board Member  
Jim Ward..... Board Member

Robert Diaz..... Board Liaison  
Nancy Williams ..... Board Secretary

*In accordance with Section 551.042 of the Texas Government Code, this agenda has been posted at the Wylie Municipal Complex, distributed to the appropriate news media, and posted on the City website: [www.wylietexas.gov](http://www.wylietexas.gov) within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Wylie website: [www.wylietexas.gov](http://www.wylietexas.gov).*

*The Chairman and Board request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.*

*The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6022 or TD 972.516.6023.*

#### CALL TO ORDER

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*Announce the presence of a Quorum.*

#### CITIZENS PARTICIPATION

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*Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes.*

#### WORK SESSION

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1. Overview and Training for the City Council Chambers Technology

#### BUSINESS ITEMS

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2. Consider and act upon approving the Minutes from the December 20, 2010 meeting.
3. Consider and act upon ranking and selecting the top two architectural firms to make a presentation to the City Council for the Trails Master Plan and Neighborhood Parks Master Plan projects after presentations by second and third ranked candidates:
  - a. Land Design Partners
  - b. Lochner BWR Division.

#### DISCUSSION ITEMS

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4. Discuss progress of Community Park project. Presentation will be made by Chris Seely, Project Manager with Teague, Nall and Perkins, Inc.

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**EXECUTIVE SESSION**

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*Recess into Closed Session in compliance with Section 551.001, et. seq. Texas Government Code to wit:*

Section 5551.072 (Real Property) of the Local Government Code Vernon's Texas Code Annotated (Open Meetings Act).

- Discuss vacant property on corner of Westgate and Fleming

*In addition to any specifically identified Executive Sessions Board may convene into Executive Session at any point during the open meeting to discuss any item posted on this agenda The Open Meetings Act provides specific exceptions that require that a meeting be open Should Board elect to convene into Executive Session those exceptions will be specifically identified and announced Any subsequent action, as a result of this Executive Session will be taken and recorded in open session*

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**RECONVENE INTO REGULAR SESSION**

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Take any action as a result from Executive Session.

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**ADJOURNMENT**

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**CERTIFICATION**

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*I certify that this Notice of Meeting was posted on this 21<sup>st</sup> day of January 2011 at 5:00 p.m. as required by law in accordance with Section 551.042 of the Texas Government Code and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of Wylie website: [www.wylietexas.gov](http://www.wylietexas.gov).*

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**Carole Ehrlich, City Secretary**

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**Date Notice Removed**



# Parks and Recreation Board

## AGENDA REPORT

Meeting Date: January 24, 2011  
Department: \_\_\_\_\_  
Prepared By: Nancy Williams  
Date Prepared: January 20, 2011

Item Number: 1  
*(Park Secretary's Use Only)*  
Account Code: \_\_\_\_\_  
Budgeted Amount: \_\_\_\_\_  
Exhibits: \_\_\_\_\_

### Subject

Overview and Training for the City Council Chambers Technology

### Discussion

- A/V Controls
  - Chair/Secretary have duplicate controls
  - Tap medium monitor to initialize
  - Projector screen drops
  - Agenda Screen/Logo default meeting
  - Presentations can be done from any screened location & podium—pdf best 16:9 resolution (1024x768)
  - Select Record to record meeting
- Agenda System
  - CUA-Execution
    - *Select English*
    - *Conference*
    - *Start*
    - *Select Agenda*
      - Set subject as you highlight items
      - To start vote, “majority vote” Yes/No
      - Stop when completed
      - Results will show on screen
    - *Members must touch screens at assigned stations to register attendance and to vote*
    - *Chair/Secretary can IM individual stations*
    - *Mics push to talk/push to end—will light up red when on*
    - *Can be turned off by Chair or Secretary*
    - *Don't move mics around*
    - *Mute if on and want to make an unrecorded comment*

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Director	_____	_____
	_____	_____



# Wylie Parks and Recreation Board

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## Meeting Minutes

Wylie Parks and Recreation Board  
Monday, December 20, 2010 – 6:30 p.m.  
Wylie Municipal Complex – Council Chambers  
2000 Hwy. 78 North, Wylie, Texas 75098

### CALL TO ORDER

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Announcing the presence of a Quorum, Chairwoman Anne Hiney called the meeting to order at 6:34 p.m.

Board Members present: Brandi Lafleur, Cristine Price, Gary Robas, Matt Rose and Jim Ward. Absent: Dan Chesnut

Staff members present: Public Services Director, Mike Sferra and Park Board Secretary, Nancy Williams.  
Absent: Robert Diaz, Board Liaison

### CITIZENS PARTICIPATION

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No citizens addressed the Board.

### BUSINESS ITEMS

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**1. Consider and act upon approving the Minutes from the November 15, 2010 meeting.**

**Board Action**

Board Member Robas made a motion, seconded by Board Member Price to approve the minutes from the October 25, 2010 meeting. A vote was taken and passed at 6-0.

**2. Consider and act upon approving the proposed calendar for the 2011 Parks and Recreation Board Meeting Dates.**

**Board Discussion**

Board Member Robas expressed a conflict with the April 2011 proposed date of the 18<sup>th</sup> and suggested that meeting be moved to its regular date of the fourth Monday, April 25<sup>th</sup>.

**Board Action**

Board Member Rose made a motion, seconded by Board Member Lafleur to approve the calendar with the April meeting changed to the 25th. A vote was taken and passed at 6-0.

**3. Consider and act upon approving the proposed amendments to the Parks and Recreation Board Bylaws.**

**Board Discussion**

Public Services Director Sferra reviewed the Agenda Report by Board Liaison Diaz that staff recommended revision of the Parks and Recreation Board Bylaws to more closely reflect procedures currently adopted by the Wylie City Council. Board Member Price inquired whether changes needed to be reviewed by an attorney. Director Sferra informed her that the changes only need be approved by the City Council.

**Board Action**

Board Member Ward made a motion, seconded by Board Member Lafleur to approve the proposed amendments to the Parks and Recreation Board Bylaws. A vote was taken and passed at 6-0.

4. **Consider and act upon the selection of two Board members to serve on the committee that will review the Request for Qualifications due December 17, 2010 for the Trails Master Plan and Pheasant Creek/Forrest Ross Neighborhood Park conceptual plans.**

**Board Discussion**

Public Services Director Sferra explained the process of RFQ review for recommendations to the City Council and requested two volunteers from the Board to serve on the committee with staff. The committee would review the submitted RFQs and select the top two or three for the Trails Master Plan and the Neighborhood Parks Master Plan. The top two recommended candidates would then give their proposals to the City Council. The Council will select the firms that will be offered the project through mutual negotiation. Board Members Ward and Robas volunteered. The proposed schedule is to meet and select prior to the next scheduled Park Board Meeting, where the recommendations will be put to the Board. The staff contacts for the committee will be Director Sferra and Board Liaison Diaz.

**Board Action**

Board Member Lafleur made a motion, seconded by Board Member Rose to approve Members Ward and Robas to review the proposed RFQs and make their recommendations to the Park Board. A vote was taken and passed at 6-0.

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**ADJOURNMENT**

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A motion to adjourn was made by Board Member Robas and seconded by Board Member Ward. The meeting was adjourned at 6:50 p.m. by unanimous consent.

**ATTEST:**

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**Nancy Williams, Park Board Secretary**

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**Anne Hiney, Chair**



# Parks and Recreation Board

## AGENDA REPORT

**Meeting Date:** January 24, 2011  
**Department:** \_\_\_\_\_  
**Prepared By:** Mike Sferra  
**Date Prepared:** January 20, 2011

**Item Number:** 3  
*(Park Secretary's Use Only)*  
**Account Code:** \_\_\_\_\_  
**Budgeted Amount:** \_\_\_\_\_  
**Exhibits:** \_\_\_\_\_

### Subject

Presentation by the firms of Land Design Partners-DFW, Inc. and Lochner-BWR Division for professional services related to the Neighborhood Parks Master Plan and Trails Master Plan.

### Recommendation

### Discussion

The process used to identify possible finalist firms for the Neighborhood Parks Master Plan and Trails Master Plan was as follows:

- Requests for Proposals were developed and solicited.
- A Committee of two staff and two Park Board members was formed.
- Proposals by seven interested firms for each project were received and evaluated.
- All firms were ranked by the Committee.

The top three firms for each project are Teague Nall and Perkins, Land Design Partners-DFW, Inc., and Lochner-BWR Division. The committee is somewhat unfamiliar with the latter two firms and has requested each to make a short presentation to the Board, totaling 15 minutes or less, that will cover both projects.

As stated in the RFQ, the City maintains the right to interview firms prior to contract negotiations.

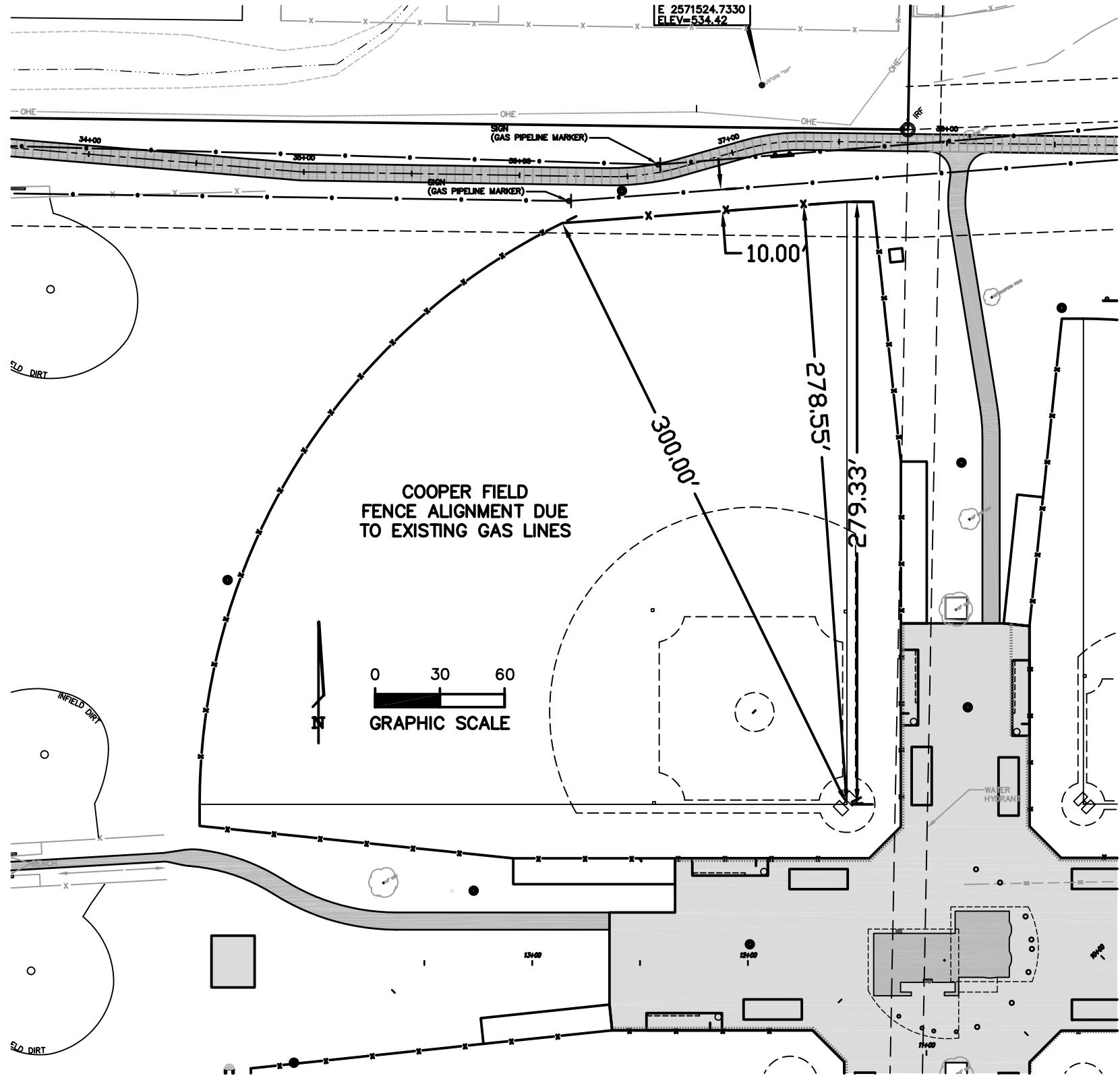
### Approved By

	<i>Initial</i>	<i>Date</i>
<b>Department Director</b>	_____	_____
	_____	_____

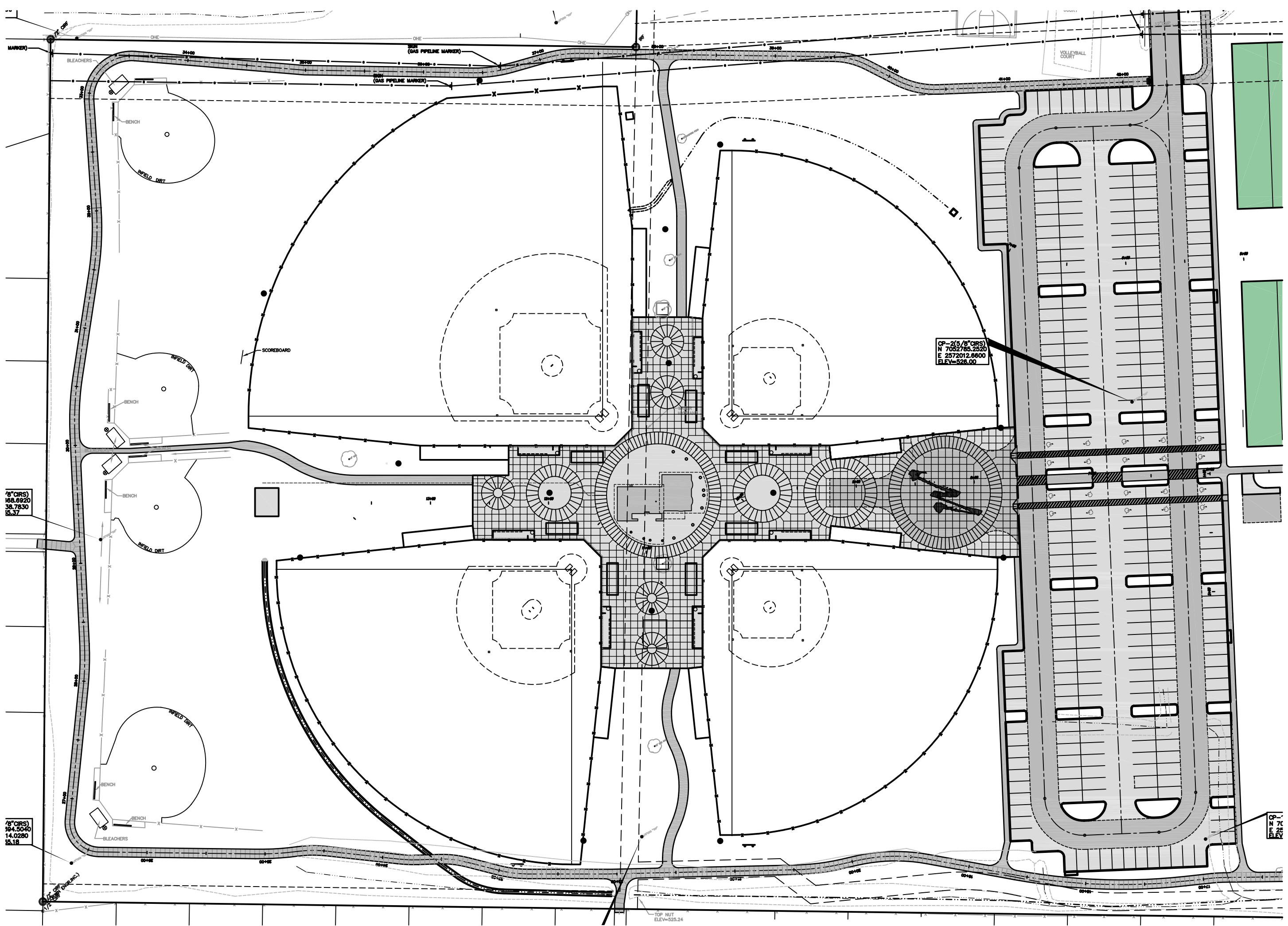
## PARKS DESIGN FIRM EVALUATIONS

Trail Master Plan							
Firm	M. Sferra	R. Diaz	J. Ward	G. Robas	TOTAL	Average	Ranking
Lochner	96	88	98	65	347	86.75	3
Teague Nall & Perkins	85	95	88	80	348	87	2
Land Design	89	93	85	85	352	88	1
Huitt-Zollars	80	82	60	68	290	72.5	5
Halff	65	75	60	65	265	66.25	6
MHS	65	75	95	83	318	79.5	4
La Terra	60	70	63	65	258	64.5	7

Neighborhood Parks Master Plan							
Firm	M. Sferra	R. Diaz	J. Ward	G. Robas	TOTAL	Average	Ranking
Lochner	86	90	85	88	349	87.25	2
Teague Nall & Perkins	88	95	90	83	356	89	1
Land Design	88	95	75	82	340	85	3
Huitt1Zollars	75	95	70	82	322	80.5	4
Halff	65	90	60	65	280	70	6
MHS	75	80	90	65	310	77.5	5
La Terra	66	80	75	54	275	68.75	7







8" CIRS)  
168.6920  
38.7830  
15.37

8" CIRS)  
194.5040  
14.0280  
15.18

CP-2(5/8" CIRS)  
N 7052785.2520  
E 2572012.6600  
ELEV=526.00

CP-1  
N 70  
E 25  
ELEV

TOP HUT  
ELEV=525.24